

Agenda Item Form

Agenda Date: 06/15/04

Districts Affected: N/A

Dept. Head/Contact Information: Human Resources, Terry Bond, (915) 541-4509

Type of Agenda Item:

- | | | |
|---|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contract</u> | | |

Funding Source:

- ☐ General Fund
☒ Grant (duration of funds: 3 Months)
☐ Other Source: _____

Legal:

☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

These grant funded contracts will provide on the job training for the participants of the TACE(Transition Adjustment and Career Education) program. The TACE program is a collaborative project with the Upper Rio Grande @ Work, El Paso Community Foundation and 15 other governmental and non-profit agencies that provide people with disabilities the opportunity be part of the mainstream workforce.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary only

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

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RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **ELIAS KHOURY**, to assist the Human Resources Department as a File Clerk at an hourly rate of \$8.33 for 40 hours per week. The term of the contract shall be for the period of June 16, 2004 through September 16, 2004.

APPROVED this 15th day of June, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **ELIAS KHOURY**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Human Resources Department, desires to employ the Employee as a File Clerk; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Human Resources Department, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about June 16, 2004 and be completed by September 16, 2004.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at an hourly rate of Eight and 33/100 Dollars (\$8.33). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an non-exempt employee under FLSA and is eligible for overtime pay. In the event that Employee works in excess of forty (40) hours per week, Employee shall be paid overtime in accordance with the Fair Labor Standards Act.

The City will provide no fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Human Resources Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent

by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee
at the following addresses:

CITY: City of El Paso
Human Resources Department
Attn: Director
#2 Civic Center Plaza, 9th floor
El Paso, Texas 79901

EMPLOYEE: Elias Khoury

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this 15th day of June, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Elias Khoury
SSN:

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Guadalupe Cuellar
Deputy City Attorney

Terry Bond
Human Resources Director

APPROVED BY THE CIVIL SERVICE COMMISSION:

By: _____, Secretary
Date: 6/10/04

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

FILE CLERK

(EL PASO CONTRACT POSITION)

General Purpose

Under immediate supervision, perform clerical work to file and maintain records in conformance with well established procedures.

Typical Duties

Maintain files. Involves: Sort employee related, confidential papers alphabetically to ready them for filing in employee personnel files. Locate personnel files using an automated file-tracking system that uses a numerical locating system. Place papers in the correct personnel file and return the file to its proper location in rolling filing cabinets.

Prepare files for storage. Involves: Identify files eligible for on-site or off-site storage and separate them according to destination. Place the files in the appropriate storage container and label the container in accordance with policy.

Purge files. Involves: Shred confidential information using an electric paper shredder, as instructed. Remove staples, paper clips and other items that may damage the electronic shredder and place the appropriate amount of documents into the machine. Monitor the trash collection bags within the machine and remove them when full, tie shut, and place a new bag to make the machine ready for shredding.

Minimum Qualifications

Education and Experience: Equivalent to a High School Diploma or General Education Development (GED).

Licenses and Certificates: None.

Elias Khoury

OBJECTIVE To obtain a position in your firm whereby my business management skills can be fully utilized.

EDUCATION 2000-2003 University of Texas at El Paso El Paso, Texas

Business Management

Management Information System
Management and Organizational Behavior
Principles of Marketing
Human Resource Management
Organized Development Management
Production Operation Management
Human Resource Development
Strategic Management
Internship Management

G.P.A.: 2.5/4

1997-2000 El Paso Community College El Paso, Texas

Business Management

Accounting Courses
Computer Courses
Economic Courses
G.P.A. : 3.0/4

EXPERIENCE 1999-2003 Lone Star Inn El Paso, Texas

Manager

Responsible for the daily activities of a motel to include but not limited to the schedules for daily maintenance of the rooms as well as the general area of the motel, accounts payables, accounts receivables, payroll, and supplies. Supervised the clerks and housekeeping employees. Have excellent relationship with workers and clients.

2001-2001 SLI ENGINEERING El Paso, Texas

Technician

Collected Data in the field used for traffic engineering projects.

1997-1999 Knight Inn El Paso, Texas

Assistant Manager

Responsible for the payroll, supplies; supervised the clerks and housekeeping employees.

1996 -1997 Daystop Inn El Paso, Texas

Clerk

Responsible for making reservations for customers.

Other Skills: Expert-level knowledge of PC applications including Word, Excel, and Power Point.

COMMUNITY ACTIVITIES Participated in over 1,000 community service hours with non-profit organizations including These Hands Don't Hurt and St. Jude's Children Hospital . Helped raise over 5,000 Dollars for St. Jude's Children with cancer and These Hands Don't Hurt for battered women.